



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

March 13, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-48

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Employee Flexible Benefits Annual Enrollment for Plan Year 2003-2004

Flexible Benefits Plan Annual Enrollment for Plan Year 2003-2004 will be April 1, 2003 through April 30, 2003. The Office of Group Benefits (OGB) will be distributing enrollment material to agencies the week of March 24, 2003.

Agencies must generate and distribute the ISIS HR Employee Flexible Benefits Eligibility Report (ZB01) for employees by March 28, 2003. This report is generated for employees who have semi-monthly deductions that are eligible to be withheld on a tax-free basis. This report is provided to assist employees in making a decision to join or continue participation in the Flexible Benefits Plan. Be aware that some employee deduction data may be incorrect due to errors in coding on the employee's master data in ISIS HR.

When generating the ZB01 report, the current date defaults in the effective date field. There are several selection criteria fields that can be utilized in addition to your personnel area. Large agencies are advised to generate small batches, such as by Time Admin ID, instead of an entire agency at one time. When using local printing, the print job can take some time to process once submitted, so stay logged on to SAP until the print job is completed. Also, if using local printing, do not execute ZB01 in the background. Please refer to the ISIS HR Online Documentation System for further explanations.

In the event that any changes occur that would affect Annual Enrollment or this report, an OSUP memorandum would be sent out.

If you have any questions, please contact a member of the OSUP Benefits and Financial Administration Unit at (225):

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JWC:OSW/kmb